

**IN THE UNITED STATES DISTRICT COURT
FOR THE WESTERN DISTRICT OF PENNSYLVANIA**

DAVID A. DOWS ,	:	CIVIL ACTION
Plaintiff	:	
	:	
v.	:	NO. 04-341 Erie
	:	
KATHERINE E. HOLTZINGER	:	Judge McLaughlin
CONNER, ESQ., Chairman	:	
PENNSYLVANIA CIVIL SERVICE	:	
COMMISSION and JOHN DOE ,	:	
Defendants	:	JURY TRIAL DEMANDED

Part ten C, Deposition Exhibit ten pgs 26 thru 58

Example 4

REQUEST FOR CERTIFICATION					
CLASS CODE _____	REQUISITION # _____				
DEPT _____	LOCATION CODE _____	LOCATION NAME _____			
BUREAU _____	SHIFT _____	TYPE CERT _____	SCSC-98 DISKETTE (3.5/5.25) _____		
NUMBER OF POSITIONS _____	NUMBER OF NAMES _____				
TYPE LIST _____	REGION/DISTRICT _____	TYPE APPT _____			
CERT SUPPLEMENT _____	SENIORITY UNIT CODE _____				
TRANSMIT _____	REQ/AUTH _____	TYPE X TO INPUT SSN'S _____			
HELP _____	CERTIFICATION FUNCTION MENU _____		TERMINATE _____		

d. Enter the applicable data in the display as follows:

- Class Code. Enter the appropriate class code for the job title. Reference *Manual M525.2, Commonwealth Pay Plan*, or classification plans published for local government agencies under the merit system. A parenthetical designator may be applicable.

- Requisition #. Enter the agency requisition number. Users assign requisition numbers, in sequence, to each request. Use a one to six digit number.

- Department. Enter appropriate code. Reference Table 1, page 56.

- Location Code. Enter appropriate code. Reference Table 2, page 57.

- Location Name. Enter appropriate name. Reference Table 2, page 57.

- Bureau. Enter the four-digit bureau code where the vacancy or expected vacancy exists.

- Shift. For use by agencies with 24 hour operational requirements. For example, enter 1 for first shift, 2 for second shift, etc.

- Type Cert. Enter appropriate code from Part B.

- SCSC-98 Diskette. An agency may request a diskette to assist in the preparation of the Form SCSC-98. Enter diskette size used by your PC (3.5 or 5.25). See Part F, page 32.

- Number of Positions. Enter the number of positions to be filled.

- Number of Names. Enter the number of names to be certified based on experience in filling a vacancy.

Type List.

Enter one of the following designators.

- S – State List – Eligibles available for location of vacancy.
- C – County List.
- D – District List.
- R – Region List – May be used only by agencies authorized to appoint from an established county, district, or region eligible list. The resultant certification will list eligibles who are (1) residents and (2) nonresidents for a combined total of the number of names requested.
- L – Contiguous Counties List – Eligibles available for the county where the job is located plus eligibles available for the surrounding counties.
- X – Statewide List – Eligibles listed in score order. Eligibles may or may not have expressed interest in the county where the job is located.

Region/District.

When the Type List requested is "R" or "D", enter the appropriate Region or District Code for the agency.

Type Appointment.

Enter one of the following codes:

- F – Full-time appointment from full-time list
- P – Part-time appointment from part-time list
- Q – Part-time appointment from full-time list
- L – Limited term appointment from full-time list
- M – Limited-term appointment from limited-term list
- S – Seasonal appointment from seasonal list
- V – Seasonal appointment from temporary list
- W – Seasonal appointment from full-time list
- X – Substitute appointment from limited-term list
- Y – Substitute appointment from part-time list
- Z – Substitute appointment from full-time list

Cert. Supplement.

Leave blank on the initial request. Use only to add more names to a previously issued certification after it has been properly cleared and the desired number of appointments/promotions have not been made. An agency may request only one supplement by entering the original certification number with suffix "A," (i.e., "12345A"). The request for a supplement must be made prior to the expiration of the original certification.

Seniority Unit Code. Enter the applicable three-digit collective bargaining seniority unit code. It MUST be entered to process a request with seniority requirements. The collective bargaining seniority unit code must also be used for positions designated as confidential.

Req/Auth. Enter initials of requestor and individual who approved the request.

Input SSNs. The agency may request a specific eligible for certification. Regardless of the eligible's stated availability, the eligible will be certified if FER is within the range of the FERs certified. In the case of a Code 21 Certification, veterans will be certified if on the eligible list.

e. After entering input, tab to the transmit point and transmit. If the message "CERTIFICATION REQUEST ACCEPTED" appears at the bottom of the screen, the request has been input correctly. If blinking fields appear, correct these fields according to the error messages displayed.

3. Procedures for Deleting Requests. Use the following procedures to delete requests. Action must be taken before 3:00 p.m. of the day the request was entered (Day #1).

- a. Follow preceding Steps 2.a. and 2.b. Tab to CERTIFICATION REQUEST REVIEW FOR DELETION and transmit. The Certification Request Review screen will be displayed. (See Example 5.)
- b. Enter a D next to the request(s) you wish to delete, tab to the transmit point and transmit.
- c. Transmit from the HELP transmit point for explanation of codes which appear on the Review. You can return to the Review from the HELP screen.

Example 5

PAGE REQUEST FOR CERTIFICATION REVIEW AND AUDIT													
KEY-IN D TO DELETE A REQUEST.													
DPT	BUR	CLASS	LOC	TC	TL	R/D	TP	#POS/NME	DATE	USER ID	REQ #	STATUS	DELETE
032	5000	05010	22	11	S	F	01	025	940914	ABCD1234	0001	-	
SUPP CERT:							SHIFT: 1			SENIORITY UNIT CODE:			
LOCATION:	DAUPHIN												
032	6100	00230	22	12	S	F	01	100	940914	ABCD1234	0002	-	
SUPP CERT:							SHIFT: 1			SENIORITY UNIT CODE:	001		
LOCATION:	DAUPHIN												
032	6100	00230	22	14	S	F	01	100	940914	ABCD1234	0003	-	
SUPP CERT:							SHIFT: 1			SENIORITY UNIT CODE:	001		
LOCATION:	DAUPHIN												
032	7000	00210	22	11	S	Z	01	100	940914	ABCD1234	0004	XX	-
SUPP CERT:							SHIFT: 1			SENIORITY UNIT CODE:			
LOCATION:	DAUPHIN												
<u>PRINT</u>													
TRANSMIT _ NEXT PAGE _ HELP _ PREVIOUS MENU _ SCSC MENU _ TERMINATE _													

4. Equipment and Approval Requirements.

- a. The procedures outlined in this part requires access to a video display terminal and printer that has the ability to communicate with the Certification System at CMIC.
- b. Access to the Certification System, through video display terminals, is granted by the Personnel Director of each agency. Follow your agency's internal security procedures. The Bureau of Information Technology Systems periodically reviews who has been granted access to the Certification System.
- c. See page 30 for more information regarding access to the Certification Subsystem.

**PART E – RETRIEVING CERTIFICATION OF ELIGIBLES
(TERMINAL OUTPUT)**

- 1. An agency should retrieve the certification the next workday (Day #2) after it is processed (Day #1). Certifications are available through the on-line system for three workdays (Days #2, #3, #4).
- 2. To retrieve a Certification of Eligibles, follow these steps:
 - a. GETON through the ICS Security System.
 - b. Key in CEC003 and transmit to enter the Civil Service Certification Subsystem.
 - c. Tab to CERTIFICATION OF ELIGIBLES RETRIEVAL and transmit. The retrieval selection screen will be displayed.
 - d. Select the certification(s) that you need.
 - e. Transmit from the transmit point preceding the selection option.
 - f. The fields needed to display the certification(s) will appear on the screen. Enter the required data and transmit from the transmit point. (Note: Request date input format is MMDDYY.)
- Example: You want to retrieve a specific certification requested yesterday. REQUISITION NUMBER and REQUEST DATE input fields will appear on the screen. (See Example 6.) After entering these fields and transmitting from the transmit point, the certification will be displayed.

Example 6

CIVIL SERVICE CERTIFICATION SUBSYSTEM
CERTIFICATIONS OF ELIGIBLES ARE AVAILABLE FOR 3 DAYS AFTER THE DAY
THEY WERE REQUESTED. TRANSMIT FROM THE APPROPRIATE SELECTION POINT.

1. – ALL CERTS FOR YOUR USER-ID
2. – CERTS FOR A SPECIFIC DATE
3. – A SPECIFIC CERT PREVIOUSLY REQUESTED
4. – ALL CERTS FOR A DIFFERENT USER-ID
5. – CERTS FOR A SPECIFIC DATE AND DIFFERENT USER-ID
6. – A SPECIFIC CERT REQUESTED BY A DIFFERENT USER-ID

REQ. NUMBER _____ REQUEST DATE ____ / ____ / ____ TRANSMIT POINT
MM DD YY

CERT FUNCTION MENU_ TERMINATE_

- g. Print the certification.
- h. If "MORE NAMES" appears at the bottom of the screen, transmit to display the rest of the certification information.
 - i. Repeat Steps g. and h. until all available certification information is retrieved. If "NEXT CERT" appears at the bottom of the screen, press HOME PAPER on the printer to position the paper at the top of the next page. Transmit from the NEXT CERT tab to display the next certification.
 - j. Check each certification against requests submitted. Reconcile discrepancies with the Certification Section, SCSC, Telephone: 717/787-2900.
 - k. For additional copies, transmit from the PREVIOUS MENU tab and repeat Steps d. through i. or photocopy additional copies as required.
- 3. If a display terminal is inoperable for four or more workdays, contact the SCSC for copies of certifications not retrieved.

PART F – USING THE CERTIFICATION OF ELIGIBLES

(Note: AEP and furlough reemployment procedures can be found in Parts I. and J., respectively.)

1. Valid Certifications.

a. A certification is valid for 30 workdays from issue date. When no action is submitted by an agency to the SCSC within this 30-day period, the certification will be automatically extended for 30 more workdays. The expiration date will appear at the end of the certification. During this 60-workday period, the agency must take action and notify the SCSC or cancel the certification. However, prior to the expiration of the certification, a supplement may be requested if the certification has been properly cleared and the number of appointments or promotions have not been made.

b. A certification and its supplement with extensions shall not be valid for more than a total of 90 workdays.

c. When an appointment or promotion effective date is not within the valid period of the

- certification, approval to extend the certification must be obtained from the Bureau of Information Technology Systems, SCSC. The agency must inform the appointee or promotee that action is contingent upon SCSC approval.

Exception: The automatic extension of a certification, noted in 1.a., does not apply to: Code 31; Code

- 70; and Code 35 Certifications.

- **2. Availability Survey.** Procedures outlined in *Management Directives 580.2, Civil Service Availability Survey/Interview Notice* and *580.10, Rights of Certified Eligibles in the Classified Service*, must be followed. Forms SCSC-98 should be sent to as many eligibles on the certification as is necessary to make the appointment. A copy of each eligible's response must be submitted with each certification. However, in surveying the availability of eligibles when using more than one type of certification to fill a vacancy, i.e., Codes 11, 12, and 14, only one Form SCSC-98 need be sent to an eligible appearing on more than one certification. Indicate all of the certification numbers on Form SCSC-98. A copy of each eligible's response must be submitted with the certification on which an appointment is made. The other certifications must be properly annotated for all eligibles contacted and Forms SCSC-98 not submitted with the appointment certification must be attached. When more than one certification is used, cross-reference the appropriate certification number(s).

3. Interview Notice. Procedures outlined in MDs 580.2 and 580.10 must be followed. All surveyed eligibles, falling within the Rule-of-Three or Rule-of-Ten, who express availability for employment shall be scheduled for an interview. Eligibles to be interviewed should be notified by a Form SCSC-98. During the interview, an eligible who declines further consideration for the position should so indicate this disinterest on a signed and dated Form SCSC-98.

- **4. Form SCSC-98 Software.** A software package is available to assist in the completion and printing of Form SCSC-98 for availability survey or scheduling interviews. In addition to the advantage of automating the printing of the Form SCSC-98, the software keeps a record of eligibles who have been contacted and maintains a schedule of interviews. To request the software when a certification is requested, refer to pages 19 and 26. For more information, refer to the SCSC-98 Preparation Software Manual. Copies of the Manual may be obtained by contacting the Bureau of Information Technology Systems at 717/787-2900 or 717/787-2901.

5. **Work Sheet Annotations.** The Work Sheet copy of the Certification of Eligibles should be annotated using the codes shown on page 35. Such annotations are to be entered in the Agency Action column of the certification of eligibles. Also, enter at the end of the certification or on the reverse side any other appropriate remarks such as:

CANCEL THIS CERTIFICATION. Used when no appointments or promotions are to be made from this certification. If eligibles were contacted, annotate the certification and attach the Forms SCSC-98.

EXTEND THIS CERTIFICATION TO COVER THE EFFECTIVE DATE OF APPOINTMENT. An ICS transaction or a Form SCSC-100 will not be initiated until approval of the extension is received from the SCSC (see 1.c.).

6. **Work Sheet Disposition.** All annotated Work Sheet copies of the Certification of Eligibles shall be returned to the Eligible List Maintenance Section, Bureau of Information Technology Systems, SCSC, and must be legible, contain the name and telephone number of the agency staff member responsible for the annotation, and date submitted. This information will be entered on the Work Sheet copy at the end of the certification or on the reverse side. The annotated Work Sheet copy of the Certification of Eligibles and all Forms SCSC-98 and attachments must be sent to the SCSC not later than five workdays after the ICS transaction or submission of the last Form SCSC-100. It is important that all changes in an eligible's availability be sent to the SCSC for record update. Canceled Certification of Eligibles will be returned to the SCSC with Forms SCSC-98 not later than five workdays after cancellation or expiration, whichever occurs first.

7. **Change Sheet.** The agency must initiate an ICS transaction or Form SCSC-100 for each appointment or promotion from the Certification of Eligibles.

Form SCSC-98 and Annotation Codes

Certification Annotation Codes starting on page 35 are to be used with the Certification of Eligibles and Form SCSC-98. The appropriate codes to use in connection with Section 1, Form SCSC-98, and to be placed on the Work Sheet copy of the Certification of Eligibles are:

- Box a: "A"—"AV"—"PO"—"NCL"—"RJO"—"33D"—"PR"—"33L"—"FDA"
- Box b: "WJT"
- Box c: "WAL"
- Box d: "WFD" (date)—"WAV"
- Box e: "WTP"

Example 7

SCSC 98 Rev. 10-93	AVAILABILITY SURVEY / INTERVIEW NOTICE		CERTIFICATION NO(S):	DATE:				
<p>JOB INFORMATION - Your name has been referred to this agency by the State Civil Service Commission for the job title listed below.</p> <p>JOB TITLE: _____</p> <p>WORK LOCATION: _____</p> <p>TYPE JOB: _____ PAY RANGE: _____ STARTING SALARY: _____</p> <p>BRIEF JOB DESCRIPTION/SPECIAL WORKING CONDITIONS: _____</p>								
<p>To: _____</p> <p>Please make necessary changes.</p>		<p>From: _____</p> <p>TELEPHONE: _____</p>						
<p>Social Security Number: _____</p>		<p>Final Earned Rating: _____</p>						
<p>SECTION 1: AVAILABILITY SURVEY</p> <p><input type="checkbox"/> DO NOT REPORT FOR INTERVIEW COMPLETE THIS SECTION THIS IS A MAIL SURVEY OF YOUR AVAILABILITY/INTEREST</p> <p>A. <input type="checkbox"/> I am available for this job. B. <input type="checkbox"/> I am NOT available for this job title. Remove my name from this list. C. <input type="checkbox"/> I am NO LONGER available for employment. Remove my name from all lists. D. <input type="checkbox"/> I am NOT available for employment until (Date) _____ E. <input type="checkbox"/> I am NOT available for this specific job, but will consider future opportunities in this job title.</p>								
<p>RETURN TWO COPIES OF THIS FORM IMMEDIATELY. FAILURE TO DO SO BY ALL LISTS FOR JOB TITLES WITH THE SAME OR LOWER SALARY.</p>			<p>WILL REMOVE YOUR NAME FROM ALL LISTS FOR JOB TITLES WITH THE SAME OR LOWER SALARY.</p>					
<p>SECTION 2: INTERVIEW NOTICE</p> <p><input type="checkbox"/> REPORT FOR INTERVIEW PLACE: _____ DATE: _____ <input type="checkbox"/> TELEPHONE FOR INTERVIEW NAME: _____ TIME: _____ TELEPHONE: _____</p> <p>BRING THIS FORM WITH YOU TO THE INTERVIEW IF YOU ARE <u>NOT</u> AVAILABLE FOR THIS JOB. COMPLETE SECTION 1.</p> <p>IF YOU NEED ACCOMMODATIONS FOR THE INTERVIEW DUE TO A DISABILITY, PLEASE CALL THE NUMBER LISTED ABOVE.</p>								
<p>YOUR SIGNATURE</p> <hr/> <p>DATE</p>		<p>FOR OFFICIAL USE ONLY</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">DATE/TIME INFORMATION WAS RECEIVED</td> <td style="width: 50%;">SIGNATURE OF AGENCY EMPLOYEE RECEIVING INFORMATION</td> </tr> <tr> <td colspan="2">HOW AND FROM WHOM INFORMATION WAS RECEIVED</td> </tr> </table>			DATE/TIME INFORMATION WAS RECEIVED	SIGNATURE OF AGENCY EMPLOYEE RECEIVING INFORMATION	HOW AND FROM WHOM INFORMATION WAS RECEIVED	
DATE/TIME INFORMATION WAS RECEIVED	SIGNATURE OF AGENCY EMPLOYEE RECEIVING INFORMATION							
HOW AND FROM WHOM INFORMATION WAS RECEIVED								
<p>AN EQUAL OPPORTUNITY EMPLOYER (USE THIS FORM IN CONNECTION WITH MANAGEMENT DIRECTIVE 580.2)</p> <p>INDIVIDUAL'S COPY</p>								

CERTIFICATION ANNOTATION CODES

EXAMPLE 8

CERTIFICATION ANNOTATION CODES	DESCRIPTION	RECORD FILE UPDATE
WJT	Form SCSC-98, Section 1, Box B, checked. Eligible indicates nonavailability for the job title.	Eligible placed on inactive list for this job title only.
WAL	Form SCSC-98, Section 1, Box C, checked. Eligible indicates nonavailability for employment, all classes.	Eligible placed on inactive file for all job titles.
WAV	Form SCSC-98, Section 1, Box D, checked and no date entered. Eligible indicates nonavailability for employment.	Eligible placed on inactive list for this job title and all equal and lower job titles.
WFD (date)	Form SCSC-98, Section 1, Box D, checked and new availability date indicated. Eligible waives this position but desires to be considered at a future date. Be sure to insert date available after annotation. Eligibles who waive to a future date must be given consideration if their new availability date is on or before the appointment date.	Eligible's record for this job title will reflect the new availability date.
WTP	Form SCSC-98, Section 1, Box E, checked. Eligible indicates nonavailability for this job only.	Eligible cleared from this certification only. SCSC records not affected.
NCL	Eligible checked Form SCSC-98, Section 1, Box A, but was not considered as reply was received late. Prior to using this annotation, check MD 580.10.	Eligible cleared from this certification only. SCSC records not affected. Subject to verification by direct correspondence with the eligible.
CNL	Cannot locate eligible. Letter returned by U.S. Postal Service. Note: The returned Form SCSC-98 and envelope must be attached to the certification.	Eligible cleared from this certification only. SCSC records not affected. Subject to verification by direct correspondence with the eligible when required information is not attached to the certification.
SEP	Eligible no longer meets the criteria established for the type certification, i.e., no longer in seniority unit, no longer employed, or no longer occupies a civil service position. Used on certification codes 12, 13, 14, 38, 39, and 50 only.	Eligible cleared from this certification only.
PAP	Eligible already is employed in a position classified the same, equal, or higher than the job title for which the certification has been issued. Does not apply to eligibles currently working in an emergency, temporary, limited term, substitute, part time, seasonal, or intermittent condition.	Eligible placed on inactive file for equal or lower classes when the appointment/promotion is verified. Subject to verification for legality of appointment/promotion when verified as incorrect.
NR	Eligible did not reply to availability survey or did not report for interview.	Eligible placed on inactive file for all equal or lower job titles. Subject to verification by direct correspondence with the eligible.
RJO	Eligible appointed but did not report for work or refused a job offer.	Eligible placed on inactive list for all equal or lower job titles after verification. Subject to verification by direct correspondence with the eligible.

CERTIFICATION ANNOTATION CODES	DESCRIPTION	RECORD FILE UPDATE
A (date)	Designates the eligible(s) selected for appointment/promotion from this certification. The date is the effective date of the appointment/promotion.	Eligible placed on inactive list for all equal or lower classes.
AV	Eligible is available but not selected nor passed over.	No change.
B	Employee bids for a vacant position under seniority promotional provisions of collective bargaining. Used on Code 50 certifications only.	No change.
NB	Employee did not bid for a vacant position under seniority promotional provisions of collective bargaining. Used on Code 50 certifications only.	No change.
PO (1)		Eligible's records are annotated for each pass over, by agency and class. (1) – 1st Pass Over
PO (2)	Eligibles not selected when there are fewer than four appointable eligibles within the Rule-of-Three. Reference Pass Over on page 37.	Eligible's records are annotated for each Pass Over, by agency and class. (2) – 2nd Pass Over
PO (3)		Eligible's records are annotated for each Pass Over, by agency and class. (3) – 3rd Pass Over
NC	Eligible not contacted. Used only when the eligible was not contacted.	No change.
FDA	Eligible not considered. Either failed Drug and/or Alcohol Testing or does not possess a Commercial Driver's License (CDL) – use only with classes requiring CDL in the class specifications as a necessary special requirement or when SCSC approves a selective certification for a class where a CDL is not required.	Eligible cleared from this certification only.
33D	Eligible not considered – Act 33 disqualification.	Eligible cleared from this certification only.
33L	No Act 33 disqualifications. Required documents submitted untimely or not at all.	Eligible cleared from this certification only.
RCC	Commission action.	Eligible removed from certification – Commission action.
RLC		Eligible removed from list – Commission action.
PR	Eligible not considered. Agency has requested removal from the certification/list. Using Form SCSC-5275 (see MD 580.34). Attach a copy of the Form SCSC-5275 to the certification clearance.	Eligible to be removed or retained on certification/list as directed by SCSC. Certification history file will reflect RCC or RLC if removed. If retained, agency must consider eligible on the certification.

**PART G – USING THE CERTIFICATION OF ELIGIBLES
FOR CLASSES NOT SUBJECT TO COLLECTIVE BARGAINING AGREEMENTS**

1. Rule-of-Three and Pass Over. In making selections from certifications, the Rule-of-Three and Pass Overs for those not selected apply as follows:

a. **Rule-of-Three.** The three highest scoring available eligibles on a certification. The Rule-of-Three may include more than three eligibles when tie scores exist with the third eligible in the Rule-of-Three (see examples below) and less than three under conditions described in 1.e., page 40.

b. **Pass Over.**

(1) Eligibles not selected will be considered passed over only when there are three or less available eligibles within the Rule-of-Three. When scores are tied and four or more available eligibles are within the Rule-of-Three, those not selected are not considered passed over until fewer than four available eligibles remain.

(2) Multiple appointments/promotions from a certification may result in multiple Pass Overs. An eligible passed over three times shall not be considered within the Rule-of-Three when making additional appointments/promotions. However, the agency may consider and select that eligible from the certification or request such eligible be certified in FER order at a later date by inserting the eligible's SSN in Item 16 on the SCSC-90 or terminal display.

(3) When an appointment is made pursuant to Veterans' Preference, no other eligible receives a Pass Over.

c. **Interview.** All available eligibles within the Rule-of-Three must be interviewed before making selection(s).

EXCEPTIONS:

(1) When there are veterans within the Rule-of-Three, non-veterans are not to be interviewed. Reference MD 580.10.

(2) Available eligibles within the Rule-of-Three interviewed within four months for the job title by the same supervisor need not be reinterviewed. However, those available eligibles must be recontacted through use of Form SCSC-98, to determine their continued availability.

d. **Examples.** The following examples show selections pursuant to the Rule-of-Three and Pass Overs from eligible lists. Eligibles within the Rule-of-Three are indicated by a bracket.

(1) **Appointment/Promotion from an Employment Certification.** Select one of the three highest scoring available eligibles. The two not selected receive a Pass Over.

AVAILABLE ELIGIBLES	FER	RULE-OF-THREE	AGENCY ACTION
Barrett	95.00	1	PO
James	94.00	2	A (date)
Hill	92.00	3	PO

(2) **Eligibles with the same FER.** Eligibles on a certification with the same FER have equal standing and may extend the Rule-of-Three to include more than three available eligibles. Selection must be from the available eligibles within the Rule-of-Three. When there are four or more available eligibles, those not selected will not be passed over. Pass Overs apply only when not more than three available eligibles are within the Rule-of-Three.

AVAILABLE ELIGIBLES	FER	RULE-OF-THREE	AGENCY ACTION
Stern	83.00	1	PO
Perez	83.00	2	PO
Turner	83.00	3	A (date)
Morgan	82.00		AV
King	81.00		AV
Webster	75.00	1	A (date)
Kemp	74.00	2	PO
Williams	74.00	3	PO
Richards	73.00		AV
Wood	70.00		AV
Diaz	93.00	1	AV *
Simon	92.00	2	AV *
Crosby	91.00	3	AV *
Hawley	91.00	3	A (date)
Arnold	91.00	3	AV *
Hayes	98.00	1	AV *
Nelson	95.00	2	AV *
Morrow	95.00	3	AV *
Corbin	95.00	3	A (date)
Turner	92.00		AV
Hamm	89.00	1	AV *
McGuire	89.00	2	AV *
Stewart	84.00	3	AV *
Moore	84.00	3	A (date)
Wagner	84.00	3	AV *

* = No Pass Over since there are four or more in the Rule-of-Three.

(3) Multiple appointments/promotions (A/P) and Pass Overs (PO) when FERs are NOT the same.

AVAILABLE ELIGIBLES	FER	1st AP/PO	2nd AP/PO	3rd AP/PO	4th AP/PO
Carter	90.00	1 PO1 2 A (Dt) 3 PO1	1 PO2	1 A (Dt)	
Jones	89.00			2 PO3	*
Smith	88.00			3 A (Dt)	
Edwards	86.00			3 PO1	
White	84.00				1
Black	80.00				2
Doe	79.00				3

* Smith cannot be considered within the Rule-of-Three for the 4th A/P. However, having been passed over three times, the agency may select this eligible.

(4) Multiple appointments/promotions (A/P) and Pass Overs (PO) when FERs are the same.

AVAILABLE ELIGIBLES	FER	1st AP/PO	2nd AP/PO	3rd AP/PO	4th AP/PO	5th AP/PO	6th AP/PO	7th AP/PO	8th AP/PO	9th AP/PO
Baker	93.00	1 2	1 A(Dt) 2 PO1	1 PO1	1 PO1	1 A (Dt)				
Marvis	93.00	3 A (Dt)								
Kraft	93.00	3	3 PO1	2 PO1 3 A (Dt)	2 PO1	2 PO2	1 PO2	1 PO3	1	*
Danner	93.00									
Allen	82.00									
Shade	82.00									
Jordon	82.00									
Stefanoff	71.00									
Rossi	71.00									
Herbert	71.00									
Kelly	60.00									
Mitchell	60.00									

* Danner cannot be considered within the Rule-of-Three for the 9th A/P. However, having been passed over three times, the agency may select this eligible.

e. When fewer than three available eligibles remain on a certification, a supplement to the certification must be requested in order to apply the Rule-of-Three. **Exception:** When the message **NO MORE ELIGIBLES AVAILABLE** appears on the bottom of the certification, all eligibles have been certified. This condition results in fewer than three available eligibles in the Rule-of-Three. If the agency chooses to fill the vacancy by examination, it may appoint/promote from the remaining available eligibles on the certification.

FERs of eligibles on a supplement may be higher than FERs of available eligibles on the initial certification. However, they are treated as lower ranking than the eligibles on the initial certification. **Example:** The remaining available eligibles on the initial certification are:

AVAILABLE ELIGIBLES	FER
Smith	80.00
Jones	79.00

The first three available eligibles on the supplement are:

AVAILABLE ELIGIBLES	FER
White	89.00
Doe	86.00
Ross	78.00

The eligibles in the Rule-of-Three who must be considered are:

AVAILABLE ELIGIBLES	FER	RULE-OF-THREE		AGENCY ACTION
		1	2	
Smith	80.00	1		PO
Jones	79.00	2		A (date)
White	89.00	3		PO
Doe	86.00			AV
Ross	78.00			AV

When fewer than three available eligibles remain on a certification with its supplement, the position(s) not filled must be deleted and filled from a new certification. **Exception:** When the message **NO MORE ELIGIBLES AVAILABLE** appears on the bottom of the certification, all eligibles have been certified. This condition results in fewer than three available eligibles in the Rule-of-Three. If the agency chooses to fill the vacancy or vacancies by examination, it may appoint/promote from the remaining available eligibles on the certification.

EXAMPLE: The remaining available eligibles on the certification are:

AVAILABLE ELIGIBLES	FER	RULE-OF-THREE		AGENCY ACTION
		1	2	
Blatt	72.00	1		PO
Manahan	65.00	2		A (date)

NO MORE ELIGIBLES AVAILABLE

As the message **NO MORE ELIGIBLES AVAILABLE** appears at the bottom of the certification, the Rule-of-Three is Blatt and Manahan.

2. Veterans' Preference. If one or more of the eligibles within the Rule-of-Three on an employment certification is a veteran(s), a nonveteran may not be appointed. Under the Rule-of-Three, a veteran must be selected and no other eligible shall be given a Pass Over. Any veteran on an employment list may be appointed regardless of FER. **Veterans' Preference is applicable only to Codes 11, 21, and 37 Certifications.**

3. Age Preference. Applicable only to the Department of Aging and all Area Agencies on Aging local subdivisions with classified service employes. To facilitate preference in selection of eligibles 60 years of age or older, such eligibles will be designated by an "A" on the Certification of Eligibles. The provisions of collective bargaining agreements or memoranda of understanding in conflict with age preference are set aside. Within the Rule-of-Three, either an eligible with age preference or a veteran may be selected — as each have equal standing.

4. Residency. For agencies with Commission approval to give preference to residents of their jurisdiction (i.e., county, city, district, or region), **all available eligible residents on the certification must be appointed prior to appointing nonresidents.** This may result in fewer than three available eligibles in the Rule-of-Three.

EXAMPLE: The remaining available eligible residents on the certification are:

AVAILABLE ELIGIBLES	FER	RULE-OF-THREE	AGENCY ACTION
Wilson	85.00	1	A (date)
Link	80.00	2	PO

The first three available eligible nonresidents are:

AVAILABLE ELIGIBLES	FER
Forbes	108.00 — Veteran
Clay	103.00
Harris	97.00

From this certification, the agency can appoint only Wilson or Link.

5. Options When There Are No Available Eligibles. When all eligibles have been certified and there are no availables, the agency may:

- use an alternate type of certification as identified in Part B; or
- contact the Test Administration Division, SCSC, at 717/783-4428 extension 3503 for information on comparable lists, localized tests, or accelerated examination programs; or
- contact the Test Development Division, SCSC, at 717/783-2692 extension 3516 for information on statewide testing or rapid promotional examinations.

6. Examples. Certification annotation codes used in the examples are from page 35. The Rule-of-Three, Veterans' Preference, and Pass Over procedures are illustrated in Examples 9 through 11, pages 42 through 44.

Single Promotion, Rule-of-Three

- Clear the names of eligibles who indicate they are not available for promotion. Use the annotation codes shown in Example 8, page 35.
- Eligibles who indicate they are available for promotion are available eligibles and are subject to promotion or clearing action.
- Under the Rule-of-Three, Hahn, Corbett, Jenkins, or Held may be promoted. If Jenkins is selected, the annotation would be "A" with the effective date of the promotion. Hahn, Corbett, and Held would each be annotated "AV." There are no Pass Overs because there are more than three eligibles in the Rule-of-Three (Hahn, Corbett, Jenkins, and Held).

EXAMPLE 9

PA STATE CIVIL SERVICE COMMISSION CERTIFICATION OF ELIGIBLES						01/08/96
REQUISITION NO. 125 REQUESTED 01/08/96 13:22:14						CERTIFICATION NO. 36088
AGENCY 016 CLASS 05620 PERSONNEL ASSISTANT 1						
CODE 12 - AGENCY EMPLOYEE CERTIFICATION						FULL-TIME LIST
LOCATION 22 HARRISBURG						NO. OF POSITIONS 1
BUREAU 0490						
USER: CSS818						PAGE 1
FULL-TIME POSITION PER OFFICE, EDUCATION 333 MARKET ST 11TH FLOOR HARRISBURG, PA 17126						
NAME/ADDRESS	SSN	TELEPHONE	VET	DATE	FER	SENIORITY AGENCY ACTION
HAHN F A 524 BLANCHESTLR RD	160605030	717/754-2199			96.00	AV
WARNER M 1669 BRITTAINT ST	HARRISBURG	PA 17112			93.00	WA
CORBETT A RD 1	161771651	717/232-4321			85.00	AV
JENKINS D 1935 KENT DR	181274859	717/236-9876			85.00	A 2/13/96
HELD W 2311 N FRONT ST	E MILLSBORO	PA 15433			85.00	AV
JOSEPH L PO BOX 66	201644248	717/652-7246			83.00	
PATEL C 502 SO MAIN ST	CAMP HILL	PA 17011			82.00	
***** THIS CERTIFICATION EXPIRES ON 3/8/96 *****						
NO MORE ELIGIBLES AVAILABLE						
* SUBJECT TO BUDGETARY AND CLASSIFICATION APPROVAL *						
NAME: <u>Sally Forth</u>	TELEPHONE: <u>787-9111</u>	DATE SUBMITTED: <u>2/14/96</u>				

Single Appointment, Rule-of-Three, With Veterans

- Clear the names of eligibles who indicate they are not available for the position or did not reply. Use the annotation codes shown in Example 8, page 35.
- Eligibles who indicated they are available for employment are available eligibles and are subject to appointive or clearing action.
- Under the Rule-of-Three, the top three available eligibles are Kelly, Harbeson, and Resch. Harbeson is a veteran and must be appointed, unless the agency elects to appoint Mussel, also a veteran, or not fill the vacancy. When a veteran is appointed under Veterans' Preference, other eligibles not selected are not considered Passed Over, and will be annotated "AV."

EXAMPLE 10

PA STATE CIVIL SERVICE COMMISSION CERTIFICATION OF ELIGIBLES						01/08/96
REQUISITION NO. 0025 REQUESTED 01/08/96 11:45:52 CERTIFICATION NO. 30781						
AGENCY 022 CLASS 1113G SENIOR CIVIL ENGINEER GENERAL						
CODE 11 - EMPLOYMENT CERTIFICATION						FULL TIME LIST
LOCATION 14 CENTRE COUNTY						NO. OF POSITIONS 1
BUREAU 5912 FULL-TIME POSITION						
USER: FSH0999 PER OFFICE, EDUCATION						
333 MARKET ST 11TH FLOOR						
HARRISBURG, PA 17126						
NAME/ADDRESS	SSN	TELEPHONE	VET	SENIORITY DATE	FER	AGENCY ACTION
KELLY N 334 LINCOLN WAY	419503000	717/652-4229			94.00	AV
HARBESEN R BOX 165A	217165171	717/322-6111 V			92.00	A 3/2/96
OLBRISH N 100 75TH ST W	205485983	212/321/5454			88.00	WAV
RESCH C 1400 LINN ST	164582270	717/326-3992			85.00	AV
KNURR E 1359 SNEE DR	184241412	717/234-4515			83.00	NR
KRUG G 123 COLLEGE AVE	521440644	717/237-2918			82.00	AV
RIDEOUT V 4815 CENTRE AVE	097429344	717/257-3625			81.00	PAP
PLASIC M 4033 69TH ST	088382710	212/256-1345			81.00	AV
GREEN J RD 1 BOX 320	173443201	717/238-1529			81.00	AV
MUSSEL A 506 DOROTHEA AVE	200401174	717/574-1929 V			80.00	AV

* END OF REQUEST *

***** THIS CERTIFICATION EXPIRES ON 3/8/96 *****

* NO MORE ELIGIBLES AVAILABLE *

SUBJECT TO BUDGETARY AND CLASSIFICATION APPROVAL

NAME: Daniel Wallace TELEPHONE: 447-0021 DATE SUBMITTED: 3/3/96

Single Appointment, Resident Preference

- Agencies with SCSC approval may give preference to residents of their jurisdiction (i.e., county, city, district, or region).
- Clear the names of resident eligibles who indicate they are not available for the position or did not reply. Use the annotation codes shown in Example 8, page 35.
- Resident eligibles who indicate they are available for employment are subject to appointive or clearing action.
- Under the Rule-of-Three, Parrish and Lanter must be interviewed and either may be appointed. The eligible not selected gets a Pass Over.
- Perry, Row, Baron, and Sweeney are not residents so they cannot be appointed from this certification.

EXAMPLE 11

SCSC-91 REV 5-88		Commonwealth of Pennsylvania State Civil Service Commission		Certification of Eligibles																																													
REQUISITION NUMBER 102		DATE REQUESTED 01/27/96		CERTIFICATION NUMBER 0262B		ISSUE DATE 01/27/96																																											
AGENCY CODE 008		CLASS CODE/TITLE 01720 COMPUTER PROGRAMMER 1																																															
CERTIFICATION CODE TYPE 11 EMPLOYMENT CERTIFICATION																																																	
LOCATION CODE AND NAME 02 ALLEGHENY DISTRICT 11 BUREAU 5999 001																																																	
TYPE POSITION FULL-TIME		BUDGETARY UNIT CODE 10	LOWER CLASS FULL-TIME LIST																																														
DISTRICT ENGINEER (DISTRICT 11) 4 PARKWAY CENTER 875 GREENTREE PITTSBURGH PA 15220 PAGE: 1																																																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>NAME ADDRESS</th> <th>SSN</th> <th>TELEPHONE</th> <th>VET</th> <th>ADJUSTED CLASS ENTRY DATE</th> <th>FINAL EARNED RATING</th> <th>AGENCY ACTION</th> </tr> </thead> <tbody> <tr><td>RYAN S A 1804 W GARDEN RD</td><td>170-77-3447</td><td>412/882-0901</td><td></td><td></td><td>105.00</td><td>NCL</td></tr> <tr><td>*PARRIS E E 720 BLACK WAY</td><td>160-14-5568</td><td>412/335-8530</td><td></td><td></td><td>97.00</td><td></td></tr> <tr><td>MCKAY H R 298 CENTERDALE RD</td><td>208-34-0530</td><td>412/264-6454</td><td>V</td><td></td><td>96.00</td><td>NR</td></tr> <tr><td>LOGAN S M 1851 HARVEST DR</td><td>201-50-6952</td><td>412/372-5193</td><td></td><td></td><td>75.00</td><td>WTP</td></tr> <tr><td>*LANTER D J</td><td>473-38-9495</td><td>412/333-9876</td><td></td><td></td><td>75.00</td><td></td></tr> </tbody> </table>								NAME ADDRESS	SSN	TELEPHONE	VET	ADJUSTED CLASS ENTRY DATE	FINAL EARNED RATING	AGENCY ACTION	RYAN S A 1804 W GARDEN RD	170-77-3447	412/882-0901			105.00	NCL	*PARRIS E E 720 BLACK WAY	160-14-5568	412/335-8530			97.00		MCKAY H R 298 CENTERDALE RD	208-34-0530	412/264-6454	V		96.00	NR	LOGAN S M 1851 HARVEST DR	201-50-6952	412/372-5193			75.00	WTP	*LANTER D J	473-38-9495	412/333-9876			75.00	
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*****THIS CERTIFICATION EXPIRES ON 3/29/96*****																																																	
END OF REQUEST																																																	
NAME:		TELEPHONE:		DATE	SUBMITTED:																																												
SUBJECT TO BUDGETARY AND CLASSIFICATION APPROVAL																																																	
AGENCY																																																	

**PART H – USING THE CERTIFICATION OF ELIGIBLES FOR
PROMOTIONS SUBJECT TO THE SENIORITY PROMOTION PROVISIONS OF
COLLECTIVE BARGAINING AGREEMENTS
(STATE AGENCIES ONLY)**

1. Act No. 226 amended the *Civil Service Act* to make collective bargaining agreements controlling in promotions and furloughs for job titles covered by such agreements.
2. To promote from an eligible list, an agency has the following options:
 - a. **Rule-of-Five.** Promote the most senior bidding employee in the seniority unit from a Seniority Promotion Certification – Code 50 who scores within five points of the seniority unit employee with the highest score; OR
 - b. **Rule-of-Ten.** Appoint or promote an employee from a Code 12, Code 14, Code 38, or Code 39 certification, who is outside the seniority unit and who scores more than 10 points higher than the seniority unit employee with the highest score. The Rule-of-Three applies; OR
 - c. **Rule-of-Ten.** Appoint or promote a person from a Code 11, Code 21, or Code 37 certification, who scores more than 10 points higher than the seniority unit employee with the highest score. The Rule-of-Three and Veterans' Preference apply.

NOTES:

- (1) To effectively exercise these options, the SCSC will furnish the agency with the name and FER of the seniority unit employee with the highest score on appropriate certifications for classes covered by collective bargaining agreements.
- (2) When there are no bidding eligibles within five points of the highest scoring seniority unit employee, the agency is no longer bound by the seniority promotion provisions of the collective bargaining agreement and must follow the same procedures as for a job title not covered by collective bargaining agreements. See Part G.
- (3) A new Rule-of-Five can be established only when the highest scoring seniority unit employee is promoted or separates from service.
3. Under certain conditions, seniority will not be the determining factor in selecting an eligible to be appointed or promoted. Reference appropriate collective bargaining agreement.
4. Examples 12 through 14, pages 46 through 48 show how the above provisions operate. Certification annotation codes used in the examples are from page 35.

Single Promotion Within a Seniority Unit Using a Code 50 Certification

- A Code 50 Certification will list all eligibles within the seniority unit. The agency is responsible for the accuracy of the adjusted seniority dates.
- In the AGENCY ACTION column, annotate "B" for bidding employees and "NB" for those not bidding.
- In this example, all employees bid for the promotion and will be annotated "B" in the AGENCY ACTION column. Under the Rule-of-Five, Daniels, Foster, and Owens are within five points of Leventon, the highest scoring seniority unit employee. Foster, the most senior bidding employee, must be offered the promotion. Annotate and return the Work Sheet copy of the certification to the SCSC.

EXAMPLE 12

PA STATE CIVIL SERVICE COMMISSION CERTIFICATION OF ELIGIBLES 01/06/96
REQUISITION NO. 190 REQUESTED 01/06/96 09:58:27 CERTIFICATION NO. 36067
AGENCY 035 CLASS 00420 CLERK STENOGRAPHER 2 FULL-TIME LIST
CODE 50 - SENIORITY PROMOTION CERTIFICATION NO. OF POSITIONS 2
LOCATION 21 HARRISBURG
BUREAU 1234 FULL-TIME POSITION SENIORITY UNIT 013 LOWER CLASS 00410
USER: DER00712

PER OFC DEP
2ND FLR, RCSOB
HARRISBURG, PA 17105

PROCESS IN ACCORDANCE WITH PROVISIONS OF COLLECTIVE BARGAINING AGREEMENTS OR
MEMORANDA OF UNDERSTANDING.

NAME/ADDRESS	SSN	PHONE	VET	SENIORITY	DATE	FER	AGENCY	ACTION
LEVENTON F BOX 634	246354896	717/235-5555			02/15/88	73.00	B	
DANIELS J 16 MAIN ST	035643257	717/235-4466			06/10/89	72.00	B	
FOSTER J BOX 21 RD 1	206228299	717/235-4321			08/01/87	72.00	A	2/12/96
OWENS N 25 E WELLSBORO	011142022	717/235-1121			10/06/89	72.00	B	
		MANSFIELD	PA	16933				
		MANSFIELD	PA	16933				
		MANSFIELD	PA	16933				

*****THIS CERTIFICATION EXPIRES ON 3/08/96*****
NO MORE ELIGIBLES AVAILABLE

CERTIFICATION NO. 36048 WAS USED WITH THIS CERTIFICATION TO COMPLY WITH THE PROVISIONS OF COLLECTIVE BARGAINING AGREEMENTS OR MEMORANDA OF UNDERSTANDING.

SUBJECT TO BUDGETARY AND CLASSIFICATION APPROVAL
NAME: Pat Hawley TELEPHONE: 717-834-6711 DATE SUBMITTED: 2/13/96

**Single Appointment or Promotion from Outside a Seniority Unit
Using a Code 12 Certification**

- A Code 12 Certification will list the highest scoring seniority unit employee for job titles to which seniority promotion provisions of collective bargaining agreements apply. The Rule-of-Ten only applies when bidding seniority unit employees score within five points of the highest scoring seniority unit employee.
- Under the Rule-of-Ten, only those employees having an FER more than 10 points higher than the highest scoring seniority unit employee can be considered. They are Kunkle and Shelton.
- Using the Rule-of-Three, either Kunkle or Shelton may be offered the promotion. Annotate and return the Work Sheet copy of the certification to the SCSC.

EXAMPLE 13

PA STATE CIVIL SERVICE COMMISSION CERTIFICATION OF ELIGIBLES	01/06/96
REQUISITION NO. 181 REQUESTED 01/06/96 09:58:27	CERTIFICATION NO. 36068
AGENCY 035 CLASS 00420 CLERK STENOGRAPHER 2	FULL TIME-LIST
CODE 12 - AGENCY EMPLOYEE CERTIFICATION	NO. OF POSITIONS 2
LOCATION 21 HARRISBURG	
BUREAU 1234 FULL-TIME POSITION SENIORITY UNIT 013 LOWER CLASS 00410	
USER: DEP00712	
PER OFC DEP	
2ND FLR RCSOB	
HARRISBURG, PA 17105	

PROCESS IN ACCORDANCE WITH PROVISIONS OF COLLECTIVE BARGAINING AGREEMENTS OR MEMORANDA OF UNDERSTANDING. THE HIGHEST SCORING SENIORITY UNIT EMPLOYEE (IF ANY) APPEARS BELOW.

NAME/ADDRESS ACTION	SSN	PHONE	VET	SENIORITY	DATE	FER	AGENCY
KUNKLE B BOX 222 RD 2	089442644	717/325-3123				88.00	A 1/27/96
SHELTON D 25 MEADE ST	180163233	717/266-3330				86.00	P0
FILLER H 2216 MT VERNON	199420782	717/325-4996				83.00	
MILLS B 112 MALLARD DR	273444736	717/325-5445				83.00	
BOYLE K 61 WEST AVENUE	164484264	717/266-6789				77.00	
		WELLSBORO	PA	16901			

THE HIGHEST SCORING SENIORITY UNIT EMPLOYEE IS LEVENTON F
FINAL EARNED RATING (FER) 73.80, SOCIAL SECURITY NUMBER (SSN) 246-35-4896

*****THIS CERTIFICATION EXPIRES ON 03/08/96*****
NO MORE ELIGIBLES AVAILABLE

CERTIFICATION NO. 36067 WAS USED WITH THIS CERTIFICATION TO COMPLY WITH THE PROVISIONS OF COLLECTIVE BARGAINING AGREEMENTS OR MEMORANDA OF UNDERSTANDING.

SUBJECT TO BUDGETARY AND CLASSIFICATION APPROVAL

NAME: Todd Macon TELEPHONE: 783-4515 DATE SUBMITTED: 2/13/96

Multiple Promotions Within a Seniority Unit Using a Code 50 Certification

- For multiple promotions, the certification will list employees within the seniority unit by FER.
- In the AGENCY ACTION column, annotate "B" for bidding employees and "NB" for those not bidding.
- Under the Rule-of-Five, Daniels, Foster, and Owens are within five points of Leventon, the highest scoring seniority unit employee. Providing all bid for the position, the following must then occur:
 - The most senior employee, Foster, must be offered the first promotion.
 - Leventon, the next most senior employee, must be offered the second promotion. (When the highest ranking employee is promoted, the FER of the next highest scoring employee begins a new Rule-of-Five for the next promotion.)
 - Owens and Kirkland are within five points of Daniels, the new highest scoring employee. The third promotion must be offered to Kirkland, who is the most senior. Annotate and return the Work Sheet copy of the certification to the SCSC.

EXAMPLE 14

PA STATE CIVIL SERVICE COMMISSION CERTIFICATION OF ELIGIBLES 01/06/96
 REQUISITION NO. 180 REQUESTED 01/06/96 09:58:27 CERTIFICATION NO. 36067
 AGENCY 035 CLASS 00420 CLERK STENOGRAPHER 2 FULL-TIME LIST
 CODE 50 - SENIORITY PROMOTION CERTIFICATION NO. OF POSITIONS 3
 LOCATION 21 HARRISBURG
 BUREAU 1234 FULL-TIME POSITION SENIORITY UNIT 563 LOWER CLASS 00410
 USER: DEP00712
 PER OFC DEP
 2ND FLR RCSOB
 HARRISBURG, PA 17105

PROCESS IN ACCORDANCE WITH PROVISIONS OF COLLECTIVE BARGAINING AGREEMENTS OR
MEMORANDA OF UNDERSTANDING.

NAME/ADDRESS	SSN	PHONE	VET SENIORITY	DATE	FER	AGENCY ACTION
LEVENTON F BOX 634	246354896	717/724-5303		02/15/88	73.00	A 2/8/96
DANIELS J 16 NAUB ST	035643257	717/724-2360	MANSFIELD PA 16933	06/10/89	72.00	B
FOSTER J BOX 21 RD 1	206228299	717/724-7850	MANSFIELD PA 16933	08/01/87	72.00	A 1/24/96
OWENS N 25 E WELLSBORO	011142022	717/724-6288	MANSFIELD PA 16933	10/06/89	72.00	B
KIRKLAND H 695 PINE ST	201206214	717/724-8320	LIBERTY PA 16930	11/21/86	67.00	A 2/16/96
HARTZ L 214 STRATFORD	170426240	717/724-6450	MANSFIELD PA 16933	03/17/89	66.00	B
JACKSON F 833 FRANCIS ST	165260378	717/724-2320	LIBERTY PA 16930	05/22/89	66.00	B

*****THIS CERTIFICATION EXPIRES ON 03/08/96*****
NO MORE ELIGIBLES AVAILABLE

CERTIFICATION NO. NONE WAS USED WITH THIS CERTIFICATION TO COMPLY WITH THE
PROVISIONS OF COLLECTIVE BARGAINING AGREEMENTS OR MEMORANDA OF UNDERSTANDING.

SUBJECT TO BUDGETARY AND CLASSIFICATION APPROVAL

NAME: Lia Jones TELEPHONE: 737-4497 DATE SUBMITTED: 2/19/96

**PART I – USING THE CERTIFICATION OF ELIGIBLES
FOR ACCELERATED EXAMINATION PROGRAMS (AEP)**

1. Provisional Appointment – Code 35.

a. **Valid certifications.** A certification is valid for 30 workdays from issue date. The SCSC may extend it for 30 more workdays upon request of the agency.

b. **Availability survey.** Follow the procedures and timeframes outlined in MD 580.10, consistent with the selection procedures outlined in 1.d.

c. **Interview notice.** Follow the procedures and timeframes outlined in MD 580.10, consistent with the selection procedures outlined in 1.d.

d. **Selection procedures.**

(1) All eligibles in the "Well Qualified" group are equally qualified and must be equally considered. Any "Well Qualified" eligible may be selected. If no "Well Qualified" eligibles are available, the "Qualified" eligibles will be considered in the same manner. Exceptions are detailed in 1.d.(2) and (3).

(2) **Veterans' preference.** All veterans shall be given preference within the "Well Qualified" or and "Qualified" categories over nonveterans. A veteran may be appointed from the "Well Qualified" or the "Qualified" category. If a veteran is to be appointed from the "Qualified" category, all veterans must be interviewed.

(3) **Residency preference.**

(a) Agencies with county or district residency requirements will follow the procedures detailed in (1) and (2). Additionally, selection by groups will be in the following order:

"Well Qualified" resident.

"Qualified" resident.

"Well Qualified" nonresident.

"Qualified" nonresident.

(b) Nonresident eligibles will be considered for appointment when no resident eligibles are available.

e. **Work sheet annotations.** Enter the annotations in the AGENCY ACTION column. Enter other appropriate remarks at the end of the certification. (See Part F, paragraph 4., page 32.)

f. **Work Sheet disposition.** Return all annotated Work Sheet copies of Form SCSC-91, with applicable Forms SCSC-98 attached, to the Eligible List Maintenance Section, Bureau of Information Technology Systems, SCSC. They must be legible and show the date of action, name, and telephone number of the responsible agency staff member. Enter information at the end of the Work Sheet copy or on the reverse side. Documents are due not later than five workdays after the ICS transaction or submission of the last Form SCSC-100. (See Part F, paragraph 6., page 33.)

g. **Change Sheet.** Complete and submit Form SCSC-100 for each appointment from the Form SCSC-91.

h. Examples 15 and 16, Code 35 Certifications, are on pages 50 and 51.

AEP Provisional Appointment Without Residency Requirement – Code 35 Certification

EXAMPLE 15

SCSC-91 REV 5-88	Commonwealth of Pennsylvania State Civil Service Commission		Certification of Eligibles																																																																																																	
REQUISITION NUMBER	DATE REQUESTED	CERTIFICATION NUMBER	ISSUE DATE																																																																																																	
000001	03/10/96	11852	03/12/96																																																																																																	
AGENCY CODE	CLASS CODE/TITLE																																																																																																			
008	28340 MASS TRANSIT MANAGER 1																																																																																																			
CERTIFICATION CODE/TITLE																																																																																																				
35 PROVISIONAL APPOINTMENT																																																																																																				
LOCATION CODE AND NAME			BUREAU 9518			NUMBER OF POSITION																																																																																														
22	HARRISBURG		BUREAU 9518			001																																																																																														
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AEP Provisional Appointment With Residency Requirement – Code 35 Certification

Example 16

SCSC-91 REV 5-88	Commonwealth of Pennsylvania State Civil Service Commission		Certification of Eligibles			
REQUISITION NUMBER SS01		DATE REQUESTED 02/25/96	CERTIFICATION NUMBER 02676	ISSUE DATE 02/26/96		
AGENCY CODE 008	CLASS CODE/TITLE 95000 VIDEO PRODUCTION TECHNICIAN					
CERTIFICATION CODE/TYPE 35 PROVISIONAL APPOINTMENT						
LOCATION CODE AND NAME 22 DAUPHIN COUNTY COUNTY 22 BUREAU 7192				NUMBER OF POSITION 001		
TYPE POSITION FULL-TIME	SENIORITY UNIT CODE LOWER CLASS	FULL-TIME				
TO PER OFC DEPT OF TRANSPORTATION TRANS/SAFETY BLDG RM 806 HARRISBURG PA 17120 (SS/PD)						
PAGE: 1						
NAME	SSN	TELEPHONE	VET	ADJUSTED CLASS ENTRY DATE	FINAL EARNED RATING	AGENCY ACTION
WELL QUALIFIED RESIDENTS						
HASSMAN L N 229 S 14TH ST	160-52-0454 HARRISBURG	717/584-5616 PA 17104			95.00	
JEFFERSON O A 5340-C ROSS RD	183-52-0689 HARRISBURG	717/733-8133 PA 17109			95.00	
JONES JR W R 2401 MALVERN CIR	169-52-6837 HARRISBURG	717/233-2881 PA 17112			95.00	
NAMES FROM OTHER ADMINISTRATIVE DISTRICTS FOLLOW:						
WELL QUALIFIED						
SHANK O R 138 CASTLE DR	077-54-1376 MECHANICSBURG	717/766-1368 PA 17055			95.00	
BOROM B L 757 E PRINCE ST	245-68-5183 YORK	717/528-3928 PA 17483			95.00	
QUALIFIED						
PETERS L B 448 VALLEY ST	168-45-3452 MARYSVILLE	717/848-4888 PA 17053			80.00	
COSTELLO R P 49 OAKWOOD AVE	173-56-1031 MECHANICSBG	717/761-5678 PA 17055			80.00	
KOTALIK E F 174-46-6990		717/778-9892			80.00	
*****THIS CERTIFICATION EXPIRES ON 4/26/96*****						
NO MORE ELIGIBLES AVAILABLE						
ALL ELIGIBLES HAVE EQUAL STANDING WITHIN THE 'WELL QUALIFIED' CATEGORY.						
APPOINTMENT(S) MUST BE MADE FROM 'WELL QUALIFIED' ELIGIBLE RESIDENTS. ALL RESIDENTS MUST BE CLEARED BEFORE CONSIDERING NON-RESIDENTS.						
VETERANS ARE IDENTIFIED WITH A 'V' IN VET COLUMN. THEY SHALL BE GIVEN PREFERENCE WITHIN EACH CATEGORY OVER NON-VETERANS. A VETERAN MAY BE APPOINTED FROM THE 'WELL QUALIFIED' OR THE 'QUALIFIED' CATEGORY.						
NAME:	TELEPHONE:		DATE SUBMITTED:			
SUBJECT TO BUDGETARY AND CLASSIFICATION APPROVAL						
AGENCY						

**PART J – USING THE CERTIFICATION OF ELIGIBLES FOR
REEMPLOYMENT AFTER FURLough**

1. Reemployment/Placement Certifications – Codes 70 and 72.

a. **Valid certifications.** Code 70 Certifications are valid for 30 workdays from issue date. The SCSC may extend them for 30 more workdays upon request by the agency. Code 72 Certifications are valid for 30 workdays from issue date and are automatically extended for 30 more workdays.

b. **Availability survey.** If an availability survey by mail is conducted, follow the procedures and timeframes outlined in MD 580.10. It must be consistent with the procedures outlined below.

c. **Interview notice.** Follow the procedures and timeframes outlined in MD 580.10. It must be consistent with the procedures outlined below.

- d. **Terminal access.** An agency with terminal access to the Certification System can review the furlough reemployment and placement lists on display code CEC003 (see Table 3).

2. Mandatory Reemployment after Furlough, Non-Collective Bargaining – Code 70.

a. For one year after the date of furlough, a furlouguee has mandatory reemployment rights to the job title and agency from which furloughed, at any location for which available.

b. The Rule-of-One applies.

c. A Code 31 Certification has priority over a Code 70 Certification.

d. Vacancies reserved for employees on leave pursuant to the *Civil Service Act, Section 807.1*, cannot be used for reemployment unless the employee on leave does not return.

e. A mandatory reemployment after furlough list will not affect personnel actions resulting from position reclassification, occurring on or after the effective date of furlough.

f. Furlough reemployment rights cease one year from the date of furlough. Thereafter, furlouguees have the right to reemployment as if they had resigned voluntarily on the furlough effective date.

g. Page 54 is an example of a Code 70 Certification. Under the Rule-of-One, Strunk is the only furlouguee who may be reemployed. If Strunk does not accept reemployment, White must be reemployed.

3. Optional Placement after Furlough, Non-Collective Bargaining – Code 72.

a. Furloughed employees shall for one year after furlough be eligible for reemployment to the job title from which furloughed and to any equal or lower level job title previously held or for which qualified, at any location for which available.

b. The certification will include all furlouguees available for the location. Any furlouguee may be reemployed.

c. Furlough reemployment rights cease one year from the date of furlough. Thereafter, furlouguees have the right to reemployment as if they resigned voluntarily on the furlough effective date.

d. List use is optional.

e. Any agency may use this list, except for vacancies reserved for employees on leave of absence, when a Code 31 or Code 70 Certification exists or if vacancies are subject to the furlough/ promotion provisions of collective bargaining agreements.

f. Page 55 is an example of a Code 72 Certification.

**Mandatory Reemployment After Furlough Non-Collective
Bargaining — Code 70 Certification**

EXAMPLE 17

SCSC-91 REV 5-88	Commonwealth of Pennsylvania State Civil Service Commission		Certification of Eligibles				
REQUISITION NUMBER 020	DATE REQUESTED 02/02/96		CERTIFICATION NUMBER 02883	ISSUE DATE 02/02/96			
AGENCY CODE 021	CLASS CODE/TITLE 42030 INCOME MAINTENANCE ADMINISTRATOR 1						
CERTIFICATION CODE/TYPE 70		MANDATORY REEMPLOYMENT AFTER FURLOUGH, NON-COLLECTIVE BARGAINING					
LOCATION CODE AND NAME 22 HARRISBURG		BUREAU: 8161			NUMBER OF POSITION 001		
TYPE POSITION FULL-TIME	SENIORITY UNIT CODE	LOWER CLASS FULL-TIME LIST					
TO PER OFC DEPT OF PUBLIC WELFARE 222 HEALTH & WELFARE BLDG HARRISBURG						PAGE: 1	
NAME		SSN ADDRESS	TELEPHONE	VET	ADJUSTED CLASS ENTRY DATE	FINAL EARNED RATING	AGENCY ACTION
STRUNK J 204-12-3456 483 GARDEN AVE MECHANICSBG		717/697-7900 PA 17055					
WHITE J J 188-89-0987 RD 2 BOX 40 CARLISLE		717-243-4515 PA 17013					
<p>REEMPLOYMENT IS MANDATORY</p> <p>FURLOUGHEE(S) ARE LISTED IN ORDER OF RETURN.</p> <p>TIE SCORES HAVE BEEN BROKEN BY SENIORITY.</p> <p>THE RULE OF ONE APPLIES.</p> <p>*****THIS CERTIFICATION EXPIRES 4/02/96*****</p> <p>END OF CERTIFICATION</p>							
NAME: AGENCY	TELEPHONE:		DATE SUBMITTED:				
SUBJECT TO BUDGETARY AND CLASSIFICATION APPROVAL							

**Optional Placement After Furlough Non-Collective
Bargaining – Code 72 Certification**

EXAMPLE 18

SCSC-91 REV 5-88	Commonwealth of Pennsylvania State Civil Service Commission					
Certification of Eligibles						
REQUISITION NUMBER 0010	DATE REQUESTED 01/28/96	CERTIFICATION NUMBER 02716	ISSUE DATE 01/28/96			
AGENCY CODE 032	CLASS CODE/TITLE 0501A PERSONNEL ANALYST 1, GENERAL					
CERTIFICATION CODE/TYPE 72 OPTIONAL PLACEMENT AFTER FURLOUGH, NON-COLLECTIVE BARGAINING			LOCATION CODE AND NAME 22 DAUPHIN			
TYPE POSITION FULL-TIME	SENIORITY UNIT CODE TO	LOWER CLASS FULL-TIME LIST	BUREAU: 0070			
			NUMBER OF POSITK 001			
PER OFC SCSC 4TH FLOOR STRAWBERRY SQUARE 320 MARKET ST HARRISBURG PA 17108						
PAGE: 1						
NAME	SSN	TELEPHONE	VET	ADJUSTED CLASS ENTRY DATE	FINAL EARNED RATING	AGENCY ACTION
ADDRESS						
NELSON J R 289 S 29TH ST	189-38-0330	717/236-6293 HARRISBURG PA 17112				
HAMMOND P J 1842 MULBERRY ST	234-50-8392	717/564-2211 HARRISBURG PA 17104				
SEGAL V E 370 SECOND ST	309-12-1424	717/939-1893 HIGHSPIRE PA 17034				
FURLoughees have equal standing and any may be appointed.						
Agencies must consider these eligibles prior to filling the position through other certification procedures.						
****THIS CERTIFICATION EXPIRES 4/28/96****						
END OF CERTIFICATION						
NAME:		TELEPHONE:		DATE	SUBMITTED:	
SUBJECT TO BUDGETARY AND CLASSIFICATION APPROVAL						
AGENCY						

TABLE 1
AGENCY CODES

Section A — State Agencies

Code	Agency	Code	Agency
004	Department of Agriculture	025	Board of Probation & Parole
005	Department of Banking	026	Liquor Control Board
006	Securities Commission	027	Milk Marketing Board
007	Department of Health	030	Historical & Museum Commission
008	Department of Transportation	031	Pennsylvania Emergency Management Agency
009	Insurance Department	032	State Civil Service Commission
010	Department of Aging	033	County Assistance Offices
011	Department of Corrections	035	Department of Environmental Protection
012	Department of Labor & Industry	036	State Tax Equalization Board
• 013	Department of Military and Veterans Affairs	• 037	Environmental Hearing Board
014	Office of Attorney General	• 038	Department of Conservation & Natural Resources
015	Department of General Services	• 070	State Employees' Retirement System
016	Department of Education	071	Municipal Employees' Retirement System
017	Public Utility Commission	072	Public School Employees' Retirement System
018	Department of Revenue	081	Executive Offices (Governor's Office)
019	Department of State	090	State System of Higher Education
020	Pennsylvania State Police		
021	Department of Public Welfare		
• 022	Fish and Boat Commission		
023	Game Commission		
• 024	Department of Community and Economic Development		

Section B — Local Governments

Code	Agency
034	County Children & Youth Agencies
039	Mental Health/Mental Retardation Agencies
040	Area Agencies on Aging
041	Emergency Management Agencies
089	County Drug & Alcohol Agencies
096	Housing Authorities

TABLE 2
COUNTY CODES

Code	County	Code	County
01	Adams	35	Lackawanna
02	Allegheny	36	Lancaster
03	Armstrong	37	Lawrence
04	Beaver	38	Lebanon
05	Bedford	39	Lehigh
06	Berks	40	Luzerne
07	Blair	41	Lycoming
08	Bradford	42	McKean
09	Bucks	43	Mercer
10	Butler	44	Mifflin
11	Cambria	45	Monroe
12	Cameron	46	Montgomery
13	Carbon	47	Montour
14	Centre	48	Northampton
15	Chester	49	Northumberland
16	Clarion	50	Perry
17	Clearfield	51	Philadelphia
18	Clinton	52	Pike
19	Columbia	53	Potter
20	Crawford	54	Schuylkill
21	Cumberland	55	Snyder
22	Dauphin	56	Somerset
23	Delaware	57	Sullivan
24	Elk	58	Susquehanna
25	Erie	59	Tioga
26	Fayette	60	Union
27	Forest	61	Venango
28	Franklin	62	Warren
29	Fulton	63	Washington
30	Greene	64	Wayne
31	Huntingdon	65	Westmoreland
32	Indiana	66	Wyoming
33	Jefferson	67	York
34	Juniata		

TABLE 3
CIVIL SERVICE CERTIFICATION SUBSYSTEM DISPLAYS

The following is a summary of the display entry points that can be used to access the Civil Service Certification Subsystem:

CEC000	Certification Subsystem Main Menu. Allows entry to Agency Certification Functions, Certification Administrative Functions, and Certification System News.
CEC003	Agency Certification Functions. This menu is used by agency personnel offices to request/retrieve certifications, view pending and cleared certifications, and view eligible information displays. Also, to determine if a preferred or furlough reemployment list exists for a specific job title and location.
CEC004	Eligible Information Displays. Provides information about eligible lists, eligible data records and certification history.
CSS000	Main Entry to Civil Service Systems. Allows authorized users to enter the following systems: Contractual Personnel System (CPS), Certification System (CEC), and the Civil Service Administrative System (CSS).
CSS005	Hearing Schedule. Lists Civil Service Commission hearings and meetings.
CSS007	Directory of Colleges and Universities. Lists schools that issue degrees in specific areas.
EXAMOP	Summary of Civil Service Examination Programs. Lists open exam programs.